



AGENDA ITEM NO.

COUNCIL MEETING June 22, 2020

APPROVED BY

DEPARTMENT DIRECTOR

CITY MANAGER

June 22, 2020

FROM: HENRY FIERRO, Budget Manager
Budget and Management Studies

BY: SCOTT MOTSENBOCKER, Principal Budget Analyst
Budget and Management Studies

SUBJECT: Adopt the FY 2021 Position Authorization Resolution

RECOMMENDATION

It is recommended that Council adopt the Position Authorization Resolution (PAR) for FY 2021 thereby authorizing the number of permanent full-time, permanent part-time and permanent intermittent positions as approved in the FY 2021 budget.

BACKGROUND

Attached is the FY 2021 Position Authorization Resolution (PAR), which legally establishes the number of permanent full-time, permanent part-time and permanent intermittent positions in which persons may be employed within the various departments and funds of the City. The FY 2021 PAR incorporates FY 2020 PAR amendments that have occurred since approval of the Mayor's FY 2020 Adopted Budget.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO
ESTABLISHING THE NUMBER OF POSITIONS AUTHORIZED IN
THE VARIOUS DEPARTMENTS AND OFFICES OF THE CITY
FOR FISCAL YEAR 2021

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRESNO:

Part I

THAT the number of permanent full-time positions in which persons may be employed by the City during Fiscal Year 2021 is hereby established and shall be as set forth in Part V of this Resolution, and the number of permanent part-time and permanent intermittent positions in which persons may be employed by the City during Fiscal Year 2021 is hereby established and shall be as set forth in Part VI of this Resolution; and,

Part II

THAT a change in the total number of permanent full-time positions authorized in a department or office in any section of Part V or permanent part-time and permanent intermittent positions authorized in a department or office in any section of Part VI shall only be accomplished by Resolution of the Council. That the number of persons employed in permanent full-time positions shall not exceed the total number of authorized positions in a department or office in any section of Part V, and that the number of persons employed in permanent part-time or permanent intermittent positions shall not exceed the total number of authorized positions or their full-time equivalency in a department or office in any section of Part VI; except as noted in Part III (e); and,

Part III

THAT the number of permanent positions allocated by class to divisions is for budgeting consideration and convenience only, and is not intended to constitute separate authorization of permanent positions by class provided; however,

(a) that the number of permanent full-time positions allocated to any division may be adjusted, provided that the total number of permanent full-time positions authorized in any section of Part V does not change, and that there are sufficient unspent appropriations available to provide funds for the adjustment; and,

(b) that the City Manager or his designee may, upon the recommendation of the Director of the Personnel Services Department, adjust the number of permanent full-time positions allocated by class within any section of Part V



provided that the total number of permanent positions authorized in any section of Part V does not change, and that there are sufficient unspent appropriations as verified by the Budget and Management Studies Division available to provide funds for the adjustment; and,

(c) that the number of permanent part-time and permanent intermittent positions allocated to any division may be adjusted provided that the total number of permanent part-time and permanent intermittent positions or their full-time equivalency in a department or office in any section of Part VI does not change, and that there are sufficient unspent appropriations available to provide funds for the adjustment; and,

(d) that the City Manager or his designee may, upon recommendation of the Director of the Personnel Services Department, adjust the number of permanent part-time or permanent intermittent positions or their full-time equivalency allocated by class within any section of Part VI provided that the total number of permanent part-time and permanent intermittent positions or their full-time equivalency authorized in any section of Part VI does not change, and that there are sufficient unspent appropriations as verified by the Budget and Management Studies Division available to provide funds for the adjustment; and,

(e) that the City Manager may, at his discretion, extend for a period of up to two months, positions scheduled to be eliminated so as to ensure a smooth transition due to bumping, demotions, and other personnel adjustments required by attempting to accommodate employees affected by layoffs, provided that funds have been budgeted for the transition period; and,

(f) that any adjustment made pursuant to (a), (b), (c), (d), or (e) above shall only be made within guidelines established by the City Manager; and,

(g) by adoption of this Resolution, the City Council and Mayor hereby directs responsible City staff to make necessary technical and clerical corrections to this Resolution to implement the intent of the Council and Mayor. Such corrections shall not alter, in any manner, the substance or intent of the City Council and Mayor in adopting this budget Resolution; and,

Part IV

THAT pursuant to Charter Section 1000, permanent positions in the unclassified service shall be designated either by such Charter section or by inclusion in the executive pay plan in any current salary resolution; and,

Part V

THAT the following permanent positions are authorized in the various departments and offices, as listed by section, in the attached ANNUAL POSITION AUTHORIZATION RESOLUTION FISCAL YEAR 2021; and,

Part VI

THAT the following permanent part-time and permanent intermittent positions are authorized in the various departments and offices, as listed by section, in the attached ANNUAL POSITION AUTHORIZATION RESOLUTION FISCAL YEAR 2021.

CLERK'S CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF FRESNO)

I, YVONNE SPENCE, City Clerk of the City of Fresno, certify that the foregoing Resolution was adopted by the Council of the City of Fresno, California, at a regular meeting thereof, held on the _____ day of _____, 2020.

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Mayor Approval: _____, 2020
 Mayor Approval/No Return: _____, 2020
 Mayor Veto: _____, 2020
 Council Override Veto: _____, 2020

YVONNE SPENCE, MMC
City Clerk

By: _____
Deputy

APPROVED AS TO FORM
CITY ATTORNEY'S OFFICE

BY: _____
TINA R. GRIFFIN
Assistant City Attorney

Annual Position Authorization Resolution FY 2021

Part V

THAT the following permanent positions are authorized in the various departments and offices, as listed by section, as follows:

Department	Months Authorized	Number of Positions Authorized
MAYOR AND CITY MANAGER'S OFFICE		
Section 1.1 Office of the Mayor Division; City Manager Division; Office of Independent Review; Economic Development Division; and, Budget Division	Full Year	29
COUNCIL DISTRICT 1 OFFICE		
Section 2.1 Council District 1 Office Division	Full Year	2
	FY19 7th PAR	<u>1</u>
		3
COUNCIL DISTRICT 2 OFFICE		
Section 3.1 Council District 2 Office Division	Full Year	2
COUNCIL DISTRICT 3 OFFICE		
Section 4.1 Council District 3 Office Division	Full Year	2
	FY19 7th PAR	<u>1</u>
		3
COUNCIL DISTRICT 4 OFFICE		
Section 5.1 Council District 4 Office Division	Full Year	2
	FY19 7th PAR	<u>1</u>
		3
COUNCIL DISTRICT 5 OFFICE		
Section 6.1 Council District 5 Office Division	Full Year	2
COUNCIL DISTRICT 6 OFFICE		
Section 7.1 Council District 6 Office Division	Full Year	2
COUNCIL DISTRICT 7 OFFICE		
Section 8.1 Council District 7 Office Division	Full Year	3
CITY COUNCIL OPERATING		
Section 9.1 Council City Support Division	Full Year	2
AIRPORTS DEPARTMENT		
Section 10.1 FYI Division; and, Airports Projects Administration Division	Full Year	94
	4th PAR	<u>6</u>
		100
10.2 Chandler Downtown Airport Division	Full Year	3
CITY ATTORNEY'S OFFICE / NEIGHBORHOOD SERVICES		
Section 11.1 City Attorney's Office Division	Full Year	49
11.2 Code Enforcement Division; Neighborhood Revitalization; and, Rental Housing	Full Year	80
	9th PAR	<u>4</u>
		84
CITY CLERK'S OFFICE		
Section 12.1 City Clerk's Office Division	Full Year	6

Note: The FY 2020 Position Authorization Resolution (PAR) Amendments are reflected as full year additions in the Department totals when applicable.

Annual Position Authorization Resolution FY 2021

Department	Months Authorized	Number of Positions Authorized
FINANCE DEPARTMENT		
Section 13.1 Accounting Division	Full Year	53
13.2 UB&C Payments & Special Billing	Full Year	63
13.3 Graphic Reproduction Services	Full Year	2
FIRE DEPARTMENT		
Section 14.1 Fire Administration Division; Fire Suppression and Emergency Response; Fire Prevention and Investigation Division; Fire Training Division; and, Fire Support Services Divisions	Full Year	346
GENERAL CITY PURPOSE DEPARTMENT		
Section 15.1 Retirement Division	Full Year	15
	1st & 3rd PARs	<u>2</u>
		17
INFORMATION SERVICES DEPARTMENT		
Section 16.1 Information Services Administration Division; Computer Services Division; Communication Services Division; and, Geographic Information System Division	Full Year 7th PAR	51 <u>1</u>
16.2 System Applications Division	Full Year	14
PARKS, AFTER SCHOOL, RECREATION, AND COMMUNITY SERVICES DEPARTMENT		
Section 17.1 Parks & Recreation Administration Division; Recreation Division; Parks Division; and, Community Services Division	Full Year	76
PERSONNEL SERVICES DEPARTMENT		
Section 18.1 HR Administration Division; Training Division; Human Resources Division; Labor Relations Division; Loss Control Division; Workers Compensation Division; and, HR Class and Comp	Full Year	28
18.2 Risk Management Division	Full Year	10
PLANNING AND DEVELOPMENT DEPARTMENT		
Section 19.1 Development Administration Division; Building & Safety Services Division; and, Planning Division	Full Year	99
19.2 Economic Development	Full Year	2
19.3 Parking Division	Full Year	24
19.4 Housing and Urban Development (HUD)	Full Year 8th PAR	11 <u>2</u>
		13
POLICE DEPARTMENT		
Section 20.1 Office of the Chief Division; Administrative Services Division; Patrol Services Division; Support & Special Services Division; Crime Scene Investigations; Federal Grants; and, Police Training Division	Full Year 2nd PAR 5th PAR 6th PAR	1,127 1 1 <u>16</u>
		1,145

Note: The FY 2020 Position Authorization Resolution (PAR) Amendments are reflected as full year additions in the Department totals when applicable.

Annual Position Authorization Resolution FY 2021

Department	Months Authorized	Number of Positions Authorized
DEPARTMENT OF PUBLIC UTILITIES		
Section 21.1 Public Utilities Administration Division	Full Year	38
21.2 Water Division	Full Year	194
21.3 Solid Waste Management Division	Full Year	176
21.4 Wastewater Management Division	Full Year	181
PUBLIC WORKS DEPARTMENT		
Section 22.1 Administration Division; Engineering Services Division; Capital Management Division; Traffic Operations & Planning Division; Sustainable Fresno Division; Street Maintenance Division; Landscape Maintenance; Fulton Street Maintenance; and, Traffic Signal and Streetlights Division	Full Year	333
22.2 Facilities Management Division	Full Year	25
TRANSPORTATION DEPARTMENT		
Section 23.1 FAX Operating Division; Transportation Maintenance Division; Transportation Administration Division; Transportation Planning Division; and, Support Services Division	Full Year	434
23.2 Public Safety Fleet Maintenance Division; Fleet Management Operations Division; and, Fleet Equipment Acquisition Division	Full Year	92

Part VI

THAT the following permanent part-time and permanent intermittent positions and their full-time equivalencies are authorized in the various departments and offices, as listed by section, as follows:

Department	Months Authorized	Number of Positions Authorized	Full-Time Equivalent
AIRPORTS DEPARTMENT			
Section 10.1 Security & Safety	Full Year	14	8.40
PLANNING AND DEVELOPMENT DEPARTMENT			
Section 19.3 Parking Services	Full Year	4	3.20
TRANSPORTATION DEPARTMENT			
Section 23.1 FAX Operating Division	Full Year	10	8.00



BUDGET & MANAGEMENT STUDIES

DATE: June 30, 2020

TO: YVONNE SPENCE, City Clerk

FROM: HENRY FIERRO, Budget Manager *HFF*

SUBJECT: FY 2021 UPDATED ANNUAL APPROPRIATION RESOLUTION AND POSITION AUTHORIZATION RESOLUTION

Enclosed are the updated FY 2021 Annual Appropriation Resolution (AAR) and Position Authorization Resolution (PAR). The revised AAR and PAR documents are based on the original documents submitted plus additional motions approved by City Council on June 30th.

Please accept the following documents as the established FY 2021 Adopted Budget for public record as well as a replacement to previous submitted AAR and PAR documents.

Let me know if you have questions.

Thank-you

Annual Position Authorization Resolution FY 2021

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COUNCIL DISTRICT 1 OFFICE		
Section 2.1 Council District 1 Office Division	Full Year	2
	FY19 7th PAR	<u>1</u>
		3
COUNCIL DISTRICT 2 OFFICE		
Section 3.1 Council District 2 Office Division	Full Year	2
COUNCIL DISTRICT 3 OFFICE		
Section 4.1 Council District 3 Office Division	Full Year	2
	FY19 7th PAR	<u>1</u>
		3
COUNCIL DISTRICT 4 OFFICE		
Section 5.1 Council District 4 Office Division	Full Year	2
	FY19 7th PAR	<u>1</u>
		3
COUNCIL DISTRICT 5 OFFICE		
Section 6.1 Council District 5 Office Division	Full Year	2
COUNCIL DISTRICT 6 OFFICE		
Section 7.1 Council District 6 Office Division	Full Year	2
COUNCIL DISTRICT 7 OFFICE		
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CITY COUNCIL OPERATING		
Section 9.1 Council City Support Division	Full Year	2
AIRPORTS DEPARTMENT		
Section 10.1 FYI Division; and, Airports Projects Administration Division	Full Year	94
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16.2 System Applications Division	Full Year	14
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Section 17.1 Parks & Recreation Administration Division; Recreation Division; Parks Division; Community Services Division; Graffiti Abatement; and, Office of Neighborhood Safety & Community Engagement	Full Year	88
PERSONNEL SERVICES DEPARTMENT		
Section 18.1 HR Administration Division; Training Division; Human Resources Division; Labor Relations Division; Loss Control Division; Workers Compensation Division; and, HR Class and Comp	Full Year	28
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POLICE DEPARTMENT		
Section 20.1 Office of the Chief Division; Administrative Services Division; Patrol Services Division; Support & Special Services Division; Crime Scene Investigations; Federal Grants; and, Police Training Division	Full Year 2nd PAR 5th PAR 6th PAR	1,115 1 1 <u>16</u>
		1,133

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Section 22.1	Administration Division; Engineering Services Division; Capital Management Division; Traffic Operations & Planning Division; Sustainable Fresno Division; Street Maintenance Division; Landscape Maintenance; Fulton Street Maintenance; and, Traffic Signal and Streetlights Division		Full Year	333
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TRANSPORTATION DEPARTMENT				
Section 23.1	FAX Operating Division; Transportation Maintenance Division; Transportation Administration Division; Transportation Planning Division; and, Support Services Division		Full Year	434
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PLANNING AND DEVELOPMENT DEPARTMENT					
Section 19.3	Parking Services		Full Year	4	3.20
TRANSPORTATION DEPARTMENT					
Section 23.1	FAX Operating Division		Full Year	10	8.00